

APPENDIX 8

POST CLOSEOUT ACCEPTANCE LETTER

DATE

Our Reference: (Insert Grant # and Revision #____)

Addressee:

Dear _____:

The *{insert name of awarding component}* staff accepts the closeout information provided in your letter dated *{insert date of grantee's letter}*.

Enclosed with this letter is a revised Notice of Award and terms of award reflecting the actual location, cost of the project and the amount of net square meters and/or feet supported under the award as approved by the *{insert name of awarding component}*.

Please remember the *{insert name of grantee}* must use the grant-support space for *{insert usage purpose, e.g., biomedical research, cancer, eye, etc.}* for *{insert usage period, e.g. 20 years or until the property is not longer used for the authorized purpose}* unless otherwise approved by the *{insert name of IC}*. The usage obligation ends on *{insert date}*. This usage requirement is in accord with the assurances in the original construction grant application and in the terms and conditions of the award. ***{Note to IC: Use these two prior sentences when there is a prescribed usage period; otherwise delete both sentences}***. In order to ensure compliance with the facility usage requirement, we encourage your institution to seek written prior NIH approval for any proposed change in the use of grant-supported space.

The *{insert name of IC}* will monitor the use of space during the usage obligation; therefore, pertinent records should be retained for three years after the final disposition of the property or until the end of the period of Federal Interest, whichever comes earlier.

We plan to perform the final inspection of this project sometime within the year and will contact you well in advance to arrange a convenient day and time for the site visit. ***{modify this sentence accordingly if site visit is accomplished prior to accepting closeout documents}***.

If you have any questions, please call me on (301) XXX-XXXX or send an email message to *{insert email address}*.

Sincerely,

*{insert name and address of
Grants Management
contact}*

Enclosure